

Coordinator, K-12 Gifted and Talented

Curriculum & Instruction

Job Number 4600275856

Start Date

Open Date 12/14/2023

Closing Date 03/14/2024

Other - Position - Valid PA Certificate

Pittsburgh Public Schools employs over 4,000 individuals in various capacities to support the academic achievement and strength of character of the 25,000 students we serve.

Under the direction of the Chief Academic Officer the **Coordinator, K-12 Gifted and Talented** provides leadership, support, and direction in the areas of Gifted and Talented education across Pittsburgh Public Schools. This position is responsible for the K-12 gifted education compliance, strategic planning, and overall program offerings.

Reports To

Chief Academic Officer

Salary

Support Administrator, Level 3, (Starting at \$102,675)

Work Year: 12 months

Qualifications

Candidates must be committed to continuous improvement with the fundamental goal of advancing student achievement in an urban public school district. Candidates must be comfortable working on a team committed to better meeting the needs of our student population. In addition, we are seeking candidates with:

- Master's degree and 8-9 years of experience in gifted education or related field.

or

Bachelor's degree and 10 years of experience in gifted education or related field.

-Pennsylvania Department of Education Teaching or Counseling Certification and Pennsylvania Department of Education Principal or Supervisory Certification required.

-Gifted Endorsement preferred.

-Knowledgeable about best practices that accelerate student achievement and eliminate racial disparities within urban school systems.

-Knowledge and experience in Chapter 16 regulations.

- Demonstrated ability to supervise staff, lead teams, and work collaboratively with school leaders, school staff and other district stakeholders towards a common goal.

- Skill in the design and delivery of professional development.

- Knowledgeable about change management and quickly able to establish credibility among team members including partners, peers, and executive leadership.

- Proven ability to monitor and analyze the implementation of programs across multiple sites and fostering continuous improvement of programming by utilizing data.

- Must possess strong analytical skills.

-Ability to work collaboratively as a team player, under pressure with multiple competing deadlines, and with culturally, educationally, and racially diverse internal and external customers.

-Takes initiative to innovate, research and build content and pedagogical capacity of team members

- A capacity to solve problems, to stay organized and manage multiple priorities.

- Excellent verbal and written communication skills.

-Demonstrated proficiency in MS Excel, PowerPoint, Outlook, and Word.

-Value, demonstrate, and promote diversity, equity, and inclusion.

**Residency
Requirements**

No Residency Requirement

**Essential Job
Functions**

1. Provide leadership, support, and direction in the areas of gifted and talented education ensuring that students are

receiving equitable options and access to gifted programs while monitoring programs for compliance to District and State regulations.

2. Develop and implement strategic plans to increase awareness, enrollment, and support of Gifted and Talented programs.

3. Develop and document guidelines, and procedures for the delivery of gifted services across the district.

4. Develop systems and process for monitoring compliance of Gifted programs.

5. Oversees the implementation, enrollment, and curriculum development of all gifted programming to include but not limited to: 9-12 Center for Advanced Studies (CAS), Advanced Placement (AP), International Baccalaureate (IB), College Board Exams, specialized in and out-of-school time student programs, K-5 Gifted Total School Cluster Grouping, K-5 On-Site Gifted Model, Gifted Center.

6. Develop and coordinate Gifted and Talented recruitment events throughout the year, including, but not limited to: CAS Expo of Excellence, AACAS Symposium, Program Information Workshop, Recruitment at Private, Prochiral and Charter Schools.

7. Ensure compliance to all Chapter 16 regulations, timelines, and guidelines including Gifted Multi-Disciplinary Evaluations, Gifted Individualized Education Plans, Due Process and Mediation.

8. Serve as the District Liaison to the State regarding communication, regulations, best practices, compliance, and meetings.

9. Utilize data to develop, implement, and monitor action plans to improve student outcomes and teacher practices related to K-12 gifted programs.

10. Design and execute research-based Gifted and Talented professional development in collaboration with other Curriculum & Instruction teams and Professional

Development team for teachers, school leaders, and curriculum staff to aid in growing their practice.

11. Supervise and complete evaluations of the Manager and Secretary of the Gifted and Talented team.

12. Provide guidance and direction to the Gifted Center, CAS facilitator, and K-12 Gifted Liaisons.

13. Establish and maintain local, regional, and national, district partnerships to advance academic opportunities for gifted and advanced learners and procure funding opportunities.

14. Represent the district at conferences and community events to raise awareness and gain knowledge on best practices in gifted education.

15. Conduct team meetings to collaborate, provide guidance, and review administrative business and ensure students are receiving appropriate quality services.

16. Work with the Chief Academic Officer regarding Gifted budget development and concerns to procure material and equipment necessary in the delivery of gifted services.

17. Screens and interview candidates to ensure that programs are staffed with qualified individuals while partnering with the Human Resources department in recruiting matters.

18. Other relevant duties as assigned by supervisor in support of the Departments goals and objectives and the district's mission and strategic plan.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more

accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures,

please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).

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